

REQUIRED ITEMS
FOR
SOUTHERN NEW MEXICO RESOURCE ADVISORY COMMITTEE
PROPOSAL PACKAGE

1. **Letter of support** from affected National Forest District Ranger (including Forest Service proposals).
 - a. Letter should describe proposal's consistency with Forest Plan, its priority as compared to other Ranger District projects, and the National Environmental Policy Act (NEPA) status.
2. **Complete application** that adequately describes the project –
 - a. The purpose of the project and description of how project will meet the purpose of the Reauthorization of the Secure Rural Schools and Community Self-Determination Act of 2000 (Act).
 - b. The anticipated duration of the project.
 - c. The anticipated cost of the project.
 - d. Legible map of proposed project(s).
 - e. References from partners on applicant's ability to do proposed work, if a public entity.
 - f. The proposed source of funding for project, whether project funds or other funds.
 - g. Expected outcomes, including how project will meet or exceed desired ecological conditions, maintenance objectives, or stewardship objectives.
 - h. An estimate of amount of any timber, forage, and other commodities and other economic activity, including jobs generated, if any, anticipated as part of project.
 - i. Detailed monitoring plan, including funding needs and sources, that –
 - i. Tracks and identifies positive or negative impacts of project, implementation, and provides for validation monitoring; and
 - ii. Includes an assessment of the following:
 1. Whether or not project met or exceeded desired ecological conditions; created local employment or training opportunities, including summer youth jobs programs such as the Youth Conservation Corps where appropriate.
 2. Whether project improved use of, or added value to, any products removed from land consistent with the Reauthorization of the Secure Rural Schools and Community Self-Determination Act of 2000.
3. Indicate how a project can be staged or partially implemented; and how much money would be needed to accomplish that portion. What are the consequences, if any, of implementing this project in stages?

4. Described economic benefits of project (i.e., number of people employed or anticipated trail users).
5. Who will be the fiscal agent for the project?
6. **Budget Narrative –**
 - a. The proposal should include a narrative budget detail for the total project and a corresponding budget for each year of the project, if applicable. The budget format should provide a yearly breakdown (if applicable) of detailed unit costs and descriptions that clarify the line item amounts shown. All budgets should include the Federal Agency (Forest Service) appropriated contribution and Other Contributions, if applicable.
 - b. Costs should include personnel (number of people, hours, days, and rate of pay); travel (purpose, trip costs (mileage, fuel), including air fare (or other), per diem, etc.), equipment (cost of each piece); supplies, consultants (rate of pay, hours worked, number of consultants); contract (commercial subcontractors); and other direct costs.
 - c. Indirect costs can be included if applicant provides a written indirect cost rate determination. If applicant has no previously established determination, written documentation of past historical actual indirect cost rates should be supplied with proposal. A reasonable indirect cost rate may then be negotiated between the Forest Service and applicant on a one-time basis.
 - d. The narrative portions of the budget must provide sufficient information to determine if costs are reasonable and allowable, and must identify source of other contributions. The budget must reflect each activity described in the work plan and monitoring plan sections of the project narrative.